

## **Plan Review Process – Commercial Tenant Fit Outs**

The City of Gaithersburg Permits and Inspections Division reviews commercial tenant fit out construction plans for conformance with the following codes:

1. The International Building Code/2000
2. The Life Safety Code, NFPA 101/2000
3. The International Mechanical Code/2000
4. The National Electrical Code/2002
5. The Maryland Accessibility Code/2002, COMAR 05.02.02 (references ADAAG)
6. The International Energy Code/2000

Agencies outside of the City of Gaithersburg review new building construction plans for the following areas:

1. WSSC reviews plans for Plumbing and Gasfitting code conformance. WSSC uses their *own code*, not the International Plumbing Code.(301-206-8886, plan review section)
2. The Montgomery County Department of Health performs health code review. (240-777-3986)
3. The State of Maryland has full authority over elevator installations. (410-767-2350)

Separate plan submissions, apart from the building permit plan submission, are as follows:

1. Fire sprinkler plans are required to be submitted separately to the City of Gaithersburg Fire Marshal.
2. Fire alarm plans are required to be submitted separately to the City of Gaithersburg Fire Marshal.
3. Sign plans must be submitted separately to Planning and Code Administration.
4. Plans for grading, sediment control, site work, public improvements, etc., are not to be included with building plans. (A basic key plan or site plan can be useful with some jobs.)

Note: Changes to the exterior elevation of buildings will require approval from the Urban Design Team of Planning and Code Administration.